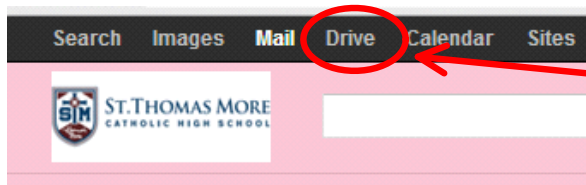
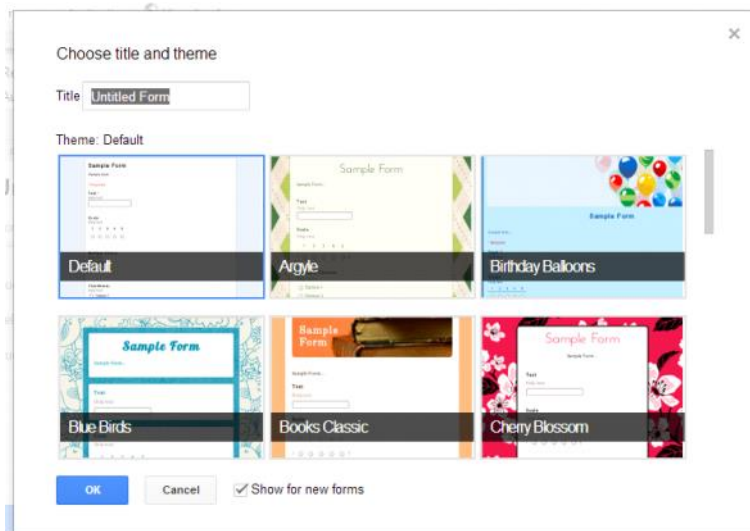
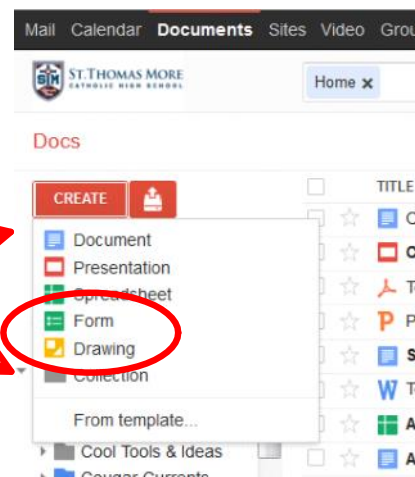


Collecting Student Information with Google Form

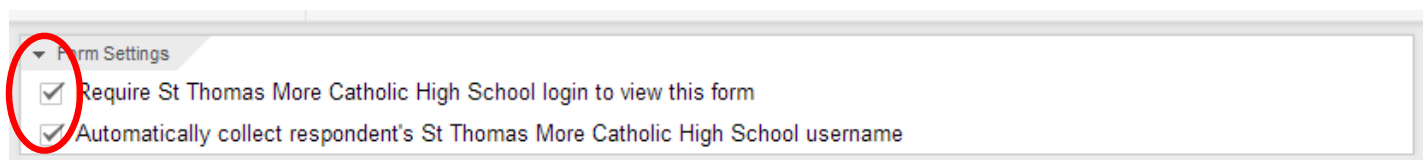


If you are already logged into Gmail, select DRIVE.

Select CREATE then FORM.

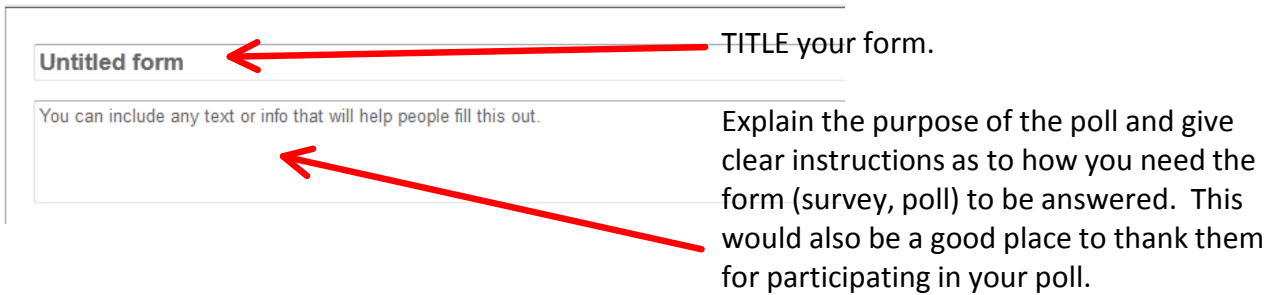


You can choose from a variety of professional themes. Once you decide on a theme, simply choose **APPLY**.



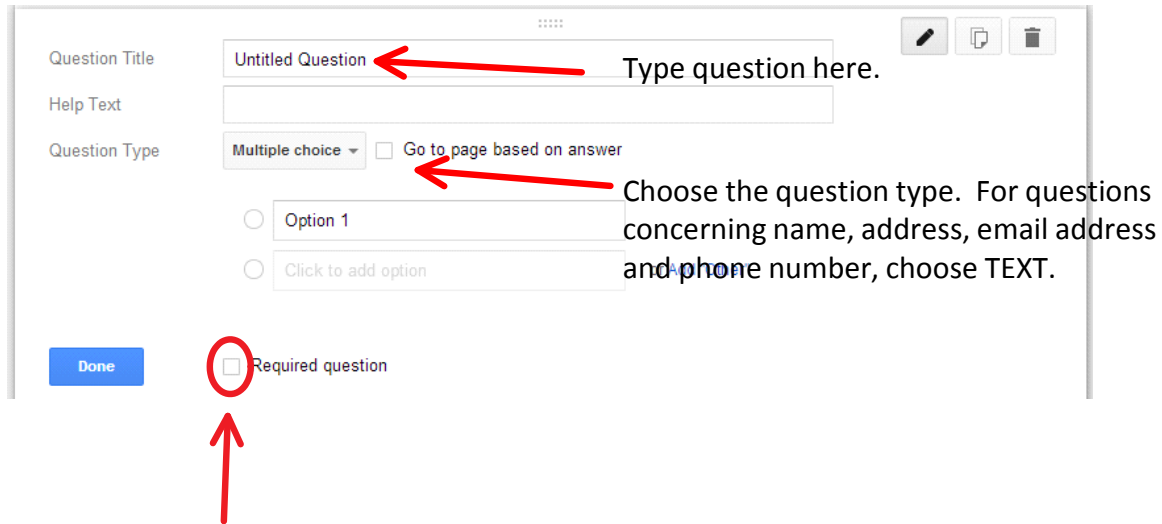
REMOVE the checks from the initial checkboxes at the top of the form. If you need them, click the CTM domain to take them on.

window if you need others outside the STM domain to take the survey (such as parents). Choose these options carefully.



The screenshot shows the top section of a form creation tool. At the top, there is a text box labeled "Untitled form" with a red arrow pointing to it from the text "TITLE your form." Below this is a larger text box with the placeholder text "You can include any text or info that will help people fill this out." A red arrow points to this box from the text "Explain the purpose of the poll and give clear instructions as to how you need the form (survey, poll) to be answered. This would also be a good place to thank them for participating in your poll."

If you will want to sort your survey results alphabetically or by class section, you will want separate questions for first name, last name and class section.



The screenshot shows the configuration for a single question. It includes fields for "Question Title" (labeled "Untitled Question" with a red arrow and the text "Type question here."), "Help Text", and "Question Type" (set to "Multiple choice" with a dropdown arrow). There is a checkbox for "Go to page based on answer". Below these are radio buttons for "Option 1" and "Click to add option". At the bottom left is a blue "Done" button. To its right is a checkbox labeled "Required question", which is circled in red with an arrow pointing to it from below. A red arrow also points to the "Multiple choice" dropdown from the text "Choose the question type. For questions concerning name, address, email address and phone number, choose TEXT."

If desired, check to make the question mandatory, then select DONE when finished.

EXAMPLE

Page 1 of 1

2013-2014 Contact Information and Documentation

Form Description

Question Title: Student First Name




Help Text:

Question Type: Text

Their answer

Done ☒ Required question

Add item

If you decide later to change a question, you can **EDIT** the question or choices at any time by clicking on the **PENCIL** icon.

When you need additional questions, select **ADD ITEM** at the bottom of the question.

Suggested questions for student survey:

QUESTION	QUESTION TYPE
Student First Name	Text (Required)
Student Last Name	Text (Required)
Class Period	Multiple Choice or Choose from a List (Required)
Primary Parent/Guardian First Name	Text (Required)
Primary Parent/Guardian Last Name	Text (Required)
Primary Parent/Guardian Email Address	Text (Not Required)
Primary Parent/Guardian Cell #	Text (Not Required)
Primary Parent/Guardian Home Phone #	Text (Not Required)
Secondary Parent/Guardian First Name	Text (Not Required)
Secondary Parent/Guardian Last Name	Text (Not Required)
Secondary Parent/Guardian Email Address	Text (Not Required)
Secondary Parent/Guardian Cell #	Text (Not Required)
Secondary Parent/Guardian Home Phone #	Text (Not Required)
Student Birthday	Text
Do you have a seating preference?	Text

Choose what you want the survey to display once they are finished with your survey.

Confirmation Page

Your response has been recorded.

- ☐ Show link to submit another response
- ☐ Publish and show a link to the results of this form to all respondents ?
- ☐ Allow responders to edit responses after submitting

[Send form](#)

When you have completed the poll in Google Drive, you will need to find a way to share the poll with family and friends. At the top of the window, select the button: VIEW LIVE FORM.

2013-2014 Student Documentation ☆

File Edit View Insert Responses (10) Tools Help

Theme: Books Classic View responses View live form

☒ Require St Thomas More Catholic High School login to view this form

☒ Automatically collect respondent's St Thomas More Catholic High School user

Page 1 of 1

2013-2014 Student Documentation

Please fill out all information to the best of your knowledge. Please complete thi

You will get to see what your form looks like before you send it out. In addition, the URL in the search bar is the address for your form. If you copy that link, you can give it to anyone you want to take your survey.

<https://docs.google.com/a/stmcougars.net/forms/d/1FgzK1Kd3nOISvGayxYsO5o1NPe9OU2hkeldi1m5GPBU/viewform>

Compose Mail - san... LiveBinder It Diigolet

2013-2014 Student Documentation

Please fill out all information to the best of your knowledge. Please complete this form by Friday, August .

Your username (sandra.lagrange@stmcougars.net) will be recorded when you submit this form. Not **sandra.lagrange?**

[Sign out](#)

HINT: If you want to shorten the URL before sharing it, go to <http://goo.gl/>.

Paste the long URL from your poll into the appropriate box and select **MAKE TINY URL**.

The **RESULTS** of the poll will be compiled into a spreadsheet (much like Excel).

Now all you have to do is LINK THE FORM IN MOODLE.